



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO

OPNAVINST 5500.61D
OP-09E21

04 MAY 1983

OPNAV INSTRUCTION 5500.61D

Subj: DOD Building Security for the National Capital Region

Ref: (a) DOD Directive 5110.4 (NOTAL)
(b) OPNAVINST 5510.1F

Encl: (1) DOD Directive 5210.46 of 28 January 1982

1. Purpose. To promulgate policy and procedures for building security within the National Capital Region and to implement enclosure (1).
2. Cancellation. OPNAVINST 5500.61C.
3. Scope. This instruction applies to those buildings located in the National Capital Region as defined in enclosure (1).
4. Background. Enclosure (1) assigns responsibility and prescribes policy and procedures for Department of Defense building security and building passes in the National Capital Region. Responsibility for building security and other building management functions was assigned by reference (a) to the Director, Washington Headquarters Services. This responsibility includes those buildings occupied by Navy activities. (R)
5. Action. Department of the Navy activities assigned space within buildings in the National Capital Region shall:
 - a. Comply with the provisions of enclosure (1) and issue additional internal security regulations as necessary.
 - b. Maintain strict accountability of all DOD building passes issued, lost, turned in, expired, or destroyed.
 - c. Safeguard national defense information and material as required by reference (b).

A handwritten signature in cursive script, reading "H. F. Boyle", is located in the bottom right area of the page.

H. F. BOYLE
Assistant Vice Chief of Naval Operations
Director of Naval Administration

04 MAY 1983

Distribution:

SNDL A2A (Department of the Navy Staff Offices) (CNR, only)
A4A (CHNAVMAT)
A5 (Bureaus)
A6 (CMC)
41A (COMSC)
FF1 (Naval District Washington, D.C.)
FF6 (NAVOBSY)
FL2 (ADPSO)
FD1 (COMNAVOCEANCOM)
FJ76 (COMNAVCRUITCOM)
FKA1 (SYSCOMHQ)
FKA4 (ASW Systems Project Office)
FKA6A3A (DTNSRDC)
FD4 (OCEANCEN) (NAVPOLAROCEANCEN only)

DCNOs and DMSOs

Copy to:

SNDL A1 (Immediate Office of the Secretary) (SECNAV, UNSECNAV,
and ASSTSECNAV (M&RA), only)

09B2 and 09B21

ASSTSECDEF (COMPTROLLER)

Stocked:

CO, NAVPUBFORCEN
5801 Tabor Avenue
Phila., PA 19120 (100 copies)

04 MAY 1983

January 28, 1982

NUMBER 5210.46



Department of Defense Directive

ASD(C)

SUBJECT: DoD Building Security for the National Capital Region

- References:
- (a) DoD Directive 5210.46, subject as above, January 13, 1981 (hereby canceled)
 - (b) DoD Directive 5100.49, "Pentagon Counterintelligence Program," December 3, 1965 (hereby canceled)
 - (c) DoD Directive 5200.8, "Security of Military Installations and Resources," July 29, 1980
 - (d) Title 40, United States Code, Section 318
 - (e) through (i), see enclosure 1

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update established policy and to assign responsibilities for DoD building security in the National Capital Region (NCR); and cancels reference (b).

B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to those elements of the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Defense Agencies, and activities supported by the Washington Headquarters Services (WHS) (hereafter referred to as "DoD Components") occupying buildings or parts of buildings throughout the NCR that are under the authority and control of the General Services Administration (GSA) (hereafter referred to as GSA/DoD NCR buildings).

2. This Directive does not apply to security responsibilities for buildings located on military reservations, posts, camps, stations, installations, and activities in the NCR covered by the provisions of reference (c), unless otherwise provided by specific agreement between the Deputy Assistant Secretary of Defense (Administration) (DASD(A)) and the DoD Component concerned.

C. DEFINITIONS

1. National Capital Region. Includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

Enclosure (1)

Jan 28, 82

5210.46 (Encl 1)

2. Security Hours. Those designated hours when a building pass or other identification card or document, as authorized by the Director, WHS, is required for any person to gain admittance to or remain within a GSA/DoD NCR building.

D. POLICY

1. A system of building passes shall be used to control access to GSA/DoD NCR buildings, except as noted in subsection B.2. Building passes shall be issued for retention and use only to persons requiring frequent and continued access to GSA/DoD NCR buildings.

2. Enclosure 2 prescribes the procedures governing the issue and use of building passes in the NCR, except as noted in subsection B.2.

3. Real property management for the buildings referred to in this Directive is vested in the GSA, under 40 U.S.C. (reference (d)). The GSA provides normal building protection, through its Federal Protective Service Division, to protect the buildings and government property therein and to provide for the safety of government occupants.

4. In space assigned to tenant agencies, the use of additional Federal Protective Service Officer and commercial contract guard services, the protection of property, and the installation, operation, and maintenance of alarms and other security devices are the responsibility of the occupying DoD Component. Such services may be provided by GSA on a reimbursable basis, provided funds are available from tenant resources. Requests for procurement of these services shall be with the full cognizance of the DoD Component's Space Management and Operations offices and shall be coordinated with and transmitted through the Area DoD Building Administrator to the Director, WHS. All requests for additional security services or security construction shall be accompanied by a detailed justification statement and citation of regulations or directives upon which the requests are based.

5. When two or more DoD Components do not agree on security policy, procedures, or counterintelligence support in GSA/DoD NCR buildings, the issue shall be referred to the Deputy Assistant Secretary of Defense (Administration) (DASD(A)) for final resolution.

E. RESPONSIBILITIES

1. The Director, Washington Headquarters Services (WHS), or designee, under DoD Directive 5110.4 (reference (e)), shall:

a. Provide overall administration and coordination of GSA/DoD NCR building security matters, the resolution of requests for exceptions to the provisions of this Directive, and the safety of government occupants.

b. Ensure that a pass system is prescribed and effectively implemented for GSA/DoD NCR buildings.

c. Determine design and color specifications, and manage the procurement, bulk distribution, and control of DoD building passes, in accordance with enclosure 2.

d. Determine when continuous security measures are to be established.

e. Monitor the security of the Pentagon building and maintain the following Pentagon security functions:

(1) Operation of the Pentagon pulping plant and incinerator, to include the scheduling of the destruction of classified waste at both sites.

(2) Liaison with DoD Components, Offices of the Public Building Service, GSA, and other U.S. agencies for the purpose of implementing the provisions contained herein.

f. Monitor counterintelligence support provided to those DoD Components occupying GSA/DoD NCR buildings that do not have an internal counterintelligence support capability or a support agreement with a DoD counterintelligence activity; coordinate, as required, the provision of support from the Military Departments and NSA, consistent with established command channels.

2. For each GSA/DoD NCR building, except the Pentagon, the Area DoD Building Administrator, designated by the Director, WHS, or his designee, shall ensure the implementation of a building security program and shall:

a. Devise and enforce security plans and procedures that are appropriate and consistent with DoD policies and regulations.

b. Issue and post security regulations, in accordance with 50 U.S.C. 797 (reference (f)).

c. Monitor the security status of the buildings or parts of buildings occupied by DoD activities and take appropriate action to remedy unsatisfactory conditions within assigned areas of responsibility.

d. Coordinate the building security interests of the DoD tenants.

e. Maintain close liaison with building guard forces.

f. Continuously evaluate the effectiveness of the building guard forces and recommend changes when such action is warranted.

g. Provide special instructions to building guard forces, as required.

h. Regulate the introduction and use of photographic equipment in and around assigned buildings.

i. Monitor the execution of building admittance procedures to include the establishment of security hours.

j. In leased space, maintain liaison with appropriate law enforcement agencies for emergency support.

Jan 28, 82

5210.46 (Encl 1)

k. Ensure that sufficient arrangements for disposal and destruction of classified waste for DoD tenant agencies are made.

3. Heads of DoD Components assigned space within a GSA/DoD NCR building shall:

a. Safeguard national defense information and material as required by DoD 5200.1-R (reference (g)).

b. Issue additional security regulations to implement this Directive.

c. Forward reports on counterintelligence activities in GSA/DoD NCR buildings that involve any significant degradation of security, to the Director, WHS, or designee, for possible dissemination to DoD Components concerned. These reports are exempt from formal approval and licensing pursuant to subsection VII. G. of enclosure 3 to DoD Directive 5000.19 (reference (h)).

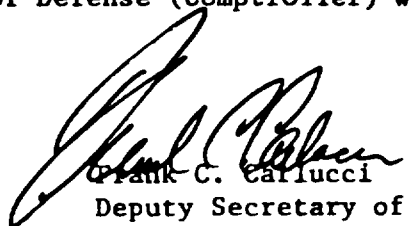
4. Heads of DoD Components issuing building passes shall maintain appropriate records that ensure strict accountability for all passes issued, lost, turned in, expired, or destroyed. All passes no longer required shall be collected and returned to point of issue for destruction.

F. EXCEPTIONS

Exceptions to the procedures set forth in enclosure 2 for admittance of visitors to GSA/DoD NCR buildings (except the Pentagon) may be prescribed by individual Area Building Administrators in order to accommodate special security and access requirements in buildings under their jurisdiction. Such exceptions shall be reviewed and approved by the Director, Physical Security Division, WHS, who shall also review and approve exceptions affecting the Pentagon.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.


Frank C. Callucci
Deputy Secretary of Defense

Enclosures - 2

1. References
2. DoD Building Passes
National Capital Region

REFERENCES, continued

- (e) DoD Directive 5110.4, "Washington Headquarters Services," October 1, 1977
- (f) Title 50, United States Code, Section 797
- (g) DoD 5200.1-R, "Information Security Program Regulation," October 1980
authorized by DoD Directive 5200.1, November 29, 1978
- (h) DoD Directive 5000.19, "Policies for the Management and Control of
Information Requirements," March 12, 1976
- (i) DoD 5200.2-R, "DoD Personnel Security Program," December 20, 1979,
authorized by DoD Directive 5200.2, December 20, 1979
- (j) Executive Order 12036, "National Security Information," June 28, 1978
(Section 1-1104)

DoD BUILDING PASSES
NATIONAL CAPITAL REGION

A. PURPOSE

This enclosure prescribes requirements for the issuance and use of standard building passes during security hours by all persons requiring admittance to GSA/DoD NCR building that are subject to this Directive.

B. PROCEDURES

1. DoD building passes shall be issued only to U.S. nationals, immigrant aliens, and foreign exchange officers. Passes issued to foreign exchange officers shall not exceed 12 months' duration and must be requested only by the respective Army, Navy, Air Force, or Defense Intelligence Agency Foreign Liaison Office.

2. Permanent building passes shall be issued to all regularly employed DoD occupants (civilian and military) of GSA/DoD NCR buildings. Permanent passes may also be issued to other authorized persons who require continuous access to such buildings. Persons requiring access on an infrequent basis (less than 3 times per week) are not eligible for a permanent pass, but may be issued the proper temporary pass for one entry or for a specific period.

3. Normally, the expiration date on permanent passes for permanent DoD employees will be 4 years. The expiration date on permanent passes for temporary DoD employees will be the last day of the month in which the appointment expires. Employees of DoD nonappropriated fund activities and Pentagon concessionaires may be issued permanent passes of 4 years validity. Permanent passes for contractors and other authorized visitors will be valid for the term of the contract or not to exceed 12 months.

4. Except in the Pentagon where the wearing of an authorized building pass is mandatory from 1800 hours to 0700 hours weekdays and all day Saturdays, Sundays, and holidays, each person, civilian and military, shall show, during designated security hours, his or her DoD building pass when entering and departing a GSA/DoD NCR building, and may wear the pass in a conspicuous place on the outer clothing while in the building. If the pass is not displayed, civilians and military members must immediately show proper identification to building security force members when challenged. The Director, WHS, or his designee, may, when warranted by particular security considerations, give published notification that the display of building passes on outer clothing is mandatory in designated GSA/DoD NCR buildings during the hours and for the period specified in the notice. However, the following officials are not required to display building passes, except as requested by Federal Protective Service officers and guards uncertain of their identity:

- a. Secretary of Defense
- b. Deputy Secretary of Defense
- c. Under Secretaries of Defense
- d. Secretary of the Army
- e. Secretary of the Navy

- f. Secretary of the Air Force
- g. Chairman, Joint Chiefs of Staff
- h. Chief of Staff, Army
- i. Chief of Naval Operations
- j. Chief of Staff, Air Force
- k. Commandant, Marine Corps
- l. Assistant Secretaries of Defense
- m. General Counsel of the Department of Defense
- n. Assistants to the Secretary of Defense
- o. Under and Assistant Secretaries of the Military Departments
- p. Vice Chief of Staff, Army
- q. Vice Chief of Naval Operations
- r. Vice Chief of Staff, Air Force
- s. Assistant Commandant, Marine Corps

5. Passes issued for access to GSA/DoD NCR buildings do not authorize access to specially designated restricted or security areas within such buildings. Admittance to these areas shall be in accordance with the pass requirements and procedures prescribed for those areas by the head of the DoD Component concerned.

6. A favorable Entrance National Agency Check (ENTNAC), National Agency Check (NAC), NAC with Written Inquiries (NACI), or a Background Investigation (BI), as prescribed in DoD 5200.2-R (reference (i)), is required for each person issued a permanent DoD building pass, except that permanent building passes may be issued, pending completion of the NAC, to permanent full-time appropriated-fund employees and permanently assigned military personnel in organizations located in GSA/DoD NCR buildings. A temporary pass may be issued, pending completion of the NAC, to permanent full-time appropriated-fund employees and permanently assigned military personnel in organizations located in GSA/DoD NCR buildings. A temporary pass may be issued to other authorized personnel, provided an ENTNAC, NAC, NACI, or BI is initiated immediately. If it is determined that the results of the ENTNAC, NAC, BI, or NACI are unfavorable, the temporary or permanent pass issued pending completion of the appropriate security checks or investigations shall be withdrawn immediately by the issuing DoD Component. A permanent pass may be issued to immigrant aliens only upon completion of a favorable BI.

7. Passes shall be designed to be reasonably tamperproof. Each pass shall be individually numbered in its initial manufacture and shall be accounted for at all stages of handling.

8. The issuance of passes permitting access to more than one building shall be justified on an "as required" basis.

9. Upon routine transfer of a passholder from one DoD Component to another within the NCR, retention of a valid pass is authorized. Accountability shall be assumed by the gaining Component. The losing Component shall notify the building pass office of the passholder's new organization.

10. The DoD Component requesting a permanent building pass for an individual shall ensure that the person has a definite need for access to a GSA/DoD NCR building or buildings and verify that the individual has had a favorable

ENTNAC, NAC, NACI, or BI. The requesting Component shall monitor the continuing requirement for the passholder to retain his or her pass and deliver collected passes to point of issue.

11. Each passholder shall exercise every precaution to preclude loss of his or her pass; however, if a pass is lost, the loss shall be reported immediately to proper authority. Appropriate administrative action shall be taken by the responsible DoD Component in instances involving negligent loss, willful destruction or alteration, misuse of any pass, or failure to report loss immediately.

C. TYPES OF BUILDING PASSES

1. DoD Building Pass (DD Form 1466). A permanent pass for personnel who regularly work in or require frequent access to GSA/DoD NCR buildings during security hours. This pass shall indicate on the face thereof that it is for use in "All DoD" buildings or the specific building for which it is valid.

2. Temporary DoD Building Pass (DD Form 1469). A pass for use during security hours in GSA/DoD NCR buildings for persons whose presence therein is required for a limited period of time, or for individuals awaiting completion of an ENTNAC, NAC, NACI, or BI. This pass shall be issued only for such period of time as is necessary, up to a maximum of 120 days. Request for DoD Temporary Building Pass (DD Form 1471) shall be submitted by the requesting DoD Component to the issuing authority.

3. Visitor Passes. There are two types of visitor passes, escort and nonescort, which shall be used for the conduct of DoD business only and shall identify the specific building in which the pass is valid. Visitor passes shall be issued for one entry and shall normally be returned to the point of the entry when the visitor departs from the building. A record of issuance shall be maintained at the point of entry. All visitors shall be the responsibility of the DoD Component requesting admittance.

a. Escort Required Visitor DoD Building Pass (DD Form 1470-1). A pass for visitors having infrequent business with specific individuals or offices within a GSA/DoD NCR building. Such visitors shall be issued this pass during security hours and shall be escorted at all times by properly identified escorts provided by the office to be visited.

b. Nonescort Visitor DoD Building Pass (DD Form 1470)

(1) Designated persons having infrequent business with specific individuals or offices may be issued nonescort-type passes upon receipt of an official written request from the requesting DoD Component.

(2) This pass may also be used to meet special requirements in a specific GSA/DoD NCR building when authorized by the proper DoD official responsible for building administration.

Jan 28, 82
5210.46 (Encl 2)

D. PRESS PASSES

Press passes are issued by the Director, WHS, or designee, through prior agreement and coordination with officials in the Office of the Assistant Secretary of Defense (Public Affairs).